



Request for Proposals (RFP)

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2014-48

RFP for Government Consulting and Advocacy Services

RFP Submittal Information

Proposals may be mailed or hand delivered. No faxed proposals will be accepted.

Late proposals will not be accepted. No Exceptions

Location: Office of the City Clerk
3031 Torrance Blvd.
Torrance, CA 90503

Date: Monday, October 13, 2014

Time Deadline: 3:00 p.m. Local (Pacific) Time

Submittal Requirements

An original plus six (6) printed copies of your RFP submittal must be submitted in a sealed envelope and marked with the RFP number and title by the deadline time deadline listed above. Your submittal must include the following:

- Vendor's Response (Section III of this document ****page****) on the forms provided. If additional space is required, please attach additional sheets/pages.
- Proposer's Affidavit (Attachment 1)
- Additional pertinent documents regarding past legislative experience

Upon award of contract, proof of insurance, as indicated in the terms and condition of this RFP document must be submitted to the City Clerk

- Proof of insurance and applicable bonds, as indicated in the terms and conditions of this RFP document.
- Proof of a City of Torrance Business License, please contact the City of Torrance Business License Office at (310) 618-5923.

Questions Regarding this RFP Should be Directed to:

Eleanor B. Jones
Management Associate
(310) 618-5880

SECTION I RFP INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 3:00 p.m. on Monday, October 13, 2014. An original and six (6) printed copies of each proposal must be submitted in a sealed envelope and clearly marked: "RFP for Government Consulting and Advocacy Services RFP No. B2014-48."

Background:

The City of Torrance is situated on the western side of Los Angeles County. It is bordered by the Palos Verdes Peninsula on the south, the City of Gardena on the north, the City of Redondo Beach on the north and west boundaries, the City of Lomita on the east and the Pacific Ocean on the west. The City encompasses an area of approximately 21 square miles, 329 miles of Streets, 1870 intersections, 550 miles of sidewalks, 47,000 Street Trees, 6 Public Libraries, a Municipal Airport, 46 Parks & Recreation Amenities, 6 Fire Stations, 1 Police Station and 1 Police Community Center, and has an estimated population of approximately 146,115, which makes Torrance one of the top 10 cities in Los Angeles County in regards to population.

The City of Torrance is seeking an experienced Federal and/or State professional to provide services in one or both of the following areas:

- 1) Government consulting and advocacy services
- 2) Funding Acquisition - To pursue funding from the Federal Government, the State of California, and other public sector sources for the development, enhancement and/or expansion of projects and programs

For advocacy services expertise is sought in sound knowledge of public policy, clear understanding of the legislative process, solid political networks, knowledge of key agency programs and staff, familiarity with current legislative issues and effective communication skills. Their must be demonstrated experience in bipartisan relationships with a network of access to legislators, administrative and relevant agency staff and representatives at the state and/or federal level.

For funding acquisition, expertise and a solid track record is sought in the ability to successfully identify grant opportunities, and secure funding. Additionally, experience in bipartisan relationships with a network of access to legislators, administrative and relevant agency staff and representatives at the state and/or federal level should be demonstrated through references.

Definitions:

Word	Definition as applied to this RFP
City	The City of Torrance, California
Vendor, Contractor, Proposer, Firm or Consultant	The person, firm, company or corporation providing services to the City, or submitting a proposal in response to this RFP
Contract, Purchase Order, Agreement, Purchasing Agreement	The agreement between the awarded Vendor and the City as a result of this Request for Proposals

Proposal Submittal Form:

The proposal must be made on the form provided for that purpose, enclosed in a sealed envelope, and marked "RFP Government Consulting and Advocacy Services, RFP No. B2014-48 and addressed to the City Clerk, City of Torrance, 3031 Torrance Blvd., Torrance, CA 90503. If an individual makes the proposal, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the proposal form must be filled in; using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

Questions:

Questions must be submitted in writing via email to Eleanor B. Jones at ebjones@torranceca.gov by 12:00 P.M Noon local Pacific Time on Thursday, September 25, 2014. No questions will be answered by telephone. Questions submitted after this date will not be answered. Written answers and any other changes to the RFP will be sent (via email or the US Postal Service) to all known perspective proposers as an addendum to the RFP.

Errors and Omissions:

The proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the proposer's specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

Proposers Examination of Requirements:

The Proposer is required to examine carefully the site, the instructions, information and specifications of this document, investigate the conditions to be encountered, the character, quality and quantities of work to be performed as required by this document. Submission of a proposal will be considered prima facie evidence that the Proposer has made such examination.

Reservation:

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by an addendum to this RFP. If the revisions require additional time to enable vendors to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new proposal submittal due date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

The City reserves the right to award a contract to a company solely on the basis of the initial proposal submitted. The City reserves the right to require more information and clarification on information submitted in the proposal to complete the evaluation.

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received. The City reserves the right to reject any proposal not accompanied with all data or information required.

This Request for Proposals does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP document become the property of the City of Torrance.

Affidavit:

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected. (Attachment 1)

License Requirements:

The successful proposer is required to show proof of a current business license issued by the City of Torrance.

Fingerprinting and Background Check:

The awarded vendor, along with any employees or agents that provide any services enumerated in this Request for Proposal, may be required to be fingerprinted at the Torrance Police Department before commencing any service.

The awarded vendor will pay the City's standard fee for fingerprinting and Department of Justice background check ("Check") for vendor's employees, agents or contractors required by law.

Evaluation of Proposals:

The City will be the sole determiner of suitability to the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the specifications, compatibility with the City's current operations, and prior experience with similar scope of work, financial capabilities, delivery, and cost.

The City's project evaluation team will evaluate proposals based on the evaluation criteria listed below. Points will be assigned to each criterion up to a maximum of 100 points. Proposals will be ranked and that ranking will be made public.

Subsequently, the City may interview qualified firms, prior to deciding whether or not to recommend the award of an Agreement.

The ability, capability, experience, performance record, facilities, skill of the Proposer to perform the contract in accordance with these specifications, as well as previous and existing compliance by the Proposer with laws and ordinances relating to the contract will be considered in the award of the contract along with the criteria listed below:

Description of Evaluation Criteria	Possible Points
Qualifications of the organization, overall experience, recent public sector experience conducting similar lobbying and/or funding efforts	30
Summary of Proposed Plan	40
Cost associated with Proposed Plan	20
Quality and clarity of proposal	10
Maximum Total Points =	100

PART I – EVALUATION OF PROPOSALS: After receipt of proposals for this project, the City's project evaluation committee will evaluate proposals based on the criteria listed in SECTION II TECHNICAL REQUIREMENTS (with exception of cost), and develop a short list of qualified Firms. The Firms on this short list will then be invited to interview with the City.

PART II – INTERVIEW: At the time of the interview, invited Firms must submit a detailed fee proposal that includes a cost for each task of the project using the tasks outlined in the Scope of Work section of the RFP. Firms may list any additional services and associated costs that are not covered in the City's scope of work. These items should be listed separately from those specifically requested so they may be considered.

PART III – POST INTERVIEW EVALUATION: After the completion of the interviews and the scoring of the interview and cost components, the City's project evaluation committee will invite the highest ranking Firm to negotiate a final contract as a result of this RFP. If negotiation fails, the next highest ranking firm will be invited to negotiate a final contract.

The Contract:

The vendor to whom the award is made will be required to enter into a written contract with the City of Torrance. Attached is a copy of the City's standardized contract (Attachment A), which will be modified to reflect the awarded RFP. A copy of this RFP and the accepted proposal will be attached to and become a part of the contract.

Contract Term:

The initial contract will be for a period of 3 years January 1, 2015 to December 31, 2017, with optional two (2) additional 1-year extensions based on performance and cost effectiveness to the City. This will be determined based on the proposal amounts received as a result of this Request for Proposals.

Independent Contractor:

The successful proposer is, and will at all times remain as to the City, a wholly independent contractor. Neither the City nor any of its agents will have control over the conduct of the Contractor or any of the Contractor's employees, except as otherwise set forth in the awarded Agreement. The Contractor's agents and employees are not and will not be considered employees of the City for any purpose. The Contractor may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the City. The City has no duty, obligation, or responsibility to the Contractor's agents or employees under the Affordable Care Act. The Contractor is solely responsible for any tax penalties associated with the failure to offer affordable coverage to its agents and employees under the Affordable Care Act and any other liabilities, claims and obligations regarding compliance with the Affordable Care Act with respect to the Contractor's agents and employees. The City is not responsible and will not be held liable for the Contractor's failure to comply with the Contractor's duties, obligations, and responsibilities under the Affordable Care Act. The Contractor agrees to defend, indemnify and hold the City harmless for any and all taxes and penalties that may be assessed against the City as a result of the Contractor's obligations under the Affordable Care Act relating to the Contractor's agents and employees.

Payments:

Complete payment on the contract price will be made in approximately thirty (30) days from date of delivery, or completion and acceptance, unless otherwise provided for in Proposer's proposal or in these specifications. Payments will be made upon verification and acceptance by the City of contract services performed and upon the City's receipt of a correct invoice.

Suspension of Procurement:

The City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this RFP and subsequent contract agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, selected Proposer will perform such additional work as is necessary for the orderly filing of documents, and closing of project.

The selected Proposer will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

Notice:

Whenever it will be necessary for either party to serve notice on the other respecting the Agreement, such notice will be served by personal delivery or by certified mail to the following addresses, unless and until different addresses may be furnished in writing by either party or the other, and such notice will be deemed to have been served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and will be valid and sufficient service of notice for all purposes:

CITY: City Clerk
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503
(310) 618-5880

VENDOR: Will be determined upon award of contract.

Notice of Intent to Award:

Approximately two (2) weeks prior to the anticipated City Council meeting awarding a contract as a result of the RFP, the City will notify all proposer's of its intent to award. Results will be posted on the City of Torrance Web site [http://www.torranceca.gov/PDF/Recommendation to Award Notification.pdf](http://www.torranceca.gov/PDF/Recommendation%20to%20Award%20Notification.pdf)

City of Torrance Bid/RFP Protest Procedures:

The City of Torrance Bid/RFP Protest Procedures may be found on the City of Torrance Web site: [http://www.torranceca.gov/PDF/Bid-RFP Protest Procedures.pdf](http://www.torranceca.gov/PDF/Bid-RFP%20Protest%20Procedures.pdf)

Insurance:

Insurance requirements can be found in the Consulting Services Agreement under Section 17.

SECTION II TECHNICAL REQUIREMENTS**Overview/Introduction:**

The City of Torrance is requesting proposals from qualified vendors for Federal and/or State Legislative Consultants to provide government consulting and advocacy services.

This RFP is intended to be as descriptive as possible. However, Proposers may not take advantage of omissions or oversights in this document. Proposers must supply products and services that meet or exceed the requirements of this RFP. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

The City's primary **State** legislative objectives are:

- A voice in Sacramento
- Early intelligence on emerging legislation that may impact local government
- Knowledge of trade-offs impacting legislative framing
- Be on the front side for funding during legislative framing
- Successful targeted grant applications and allocation

The City's primary **Federal** legislative objectives are:

- Voice in Washington, D.C.
- Early intelligence on emerging legislation impacting the City of Torrance
- Be on front side for funding during legislative framing
- Successful targeted grant application and allocation

Desired expertise in legislative areas to include:

- Property rights of the City and private owners, zoning, housing, building regulations
- Water infrastructure and storm water infiltration systems
- Transportation infrastructure and roadways
- Transit funding
- Funding for libraries, parks, cultural activities
- State Pension system on the PERs system, workers' compensation, health mandates
- Environmental matters to include: alternative energy and Air Quality Management District issues

The Ideal Firm Will:

- Have a successful track-record for past Federal and/or State funding acquisition.
- Have extensive experience providing Federal and/or State representation services to public agency clients, particularly cities.
- Have established, longstanding and positive working relationships with federal agencies and agency staff.
- Be fully dedicated to the funding goals and objectives of the City.
- Be pro-active informing the City of Federal and/or State actions, issues and trends that may affect City services and programs.
- Be pro-active in monitoring, identifying and analyzing Federal and/or State legislation that may be interest or impact to the City.
- Be pro-active in monitoring and identifying Federal and/or State funding opportunities that may be of interest to the City.

Scope of Work:

Government consulting for advocacy services

- Observe, review, and advise City of Federal and/or State legislation, Federal and/or State budget impacts, and issues which may affect the City through analysis via written or electronic notices, updates or reports while providing recommendations for advocacy.
- Advise appropriate City staff on all funding activities and opportunities determined to be of significance to the City.
- Analysis of proposed legislative and executive agency actions affecting the City.
- Assist City in the development and execution of legislative programs, jointly or separately, for the City.
- Identify legislation and legislative proposals that may impact the City.
- Attend hearings and provide testimony on behalf of the City. Arrange opportunities for the City to participate in hearing testimonials or submission of comments.
- Meet with legislative manager either in person or via conference call, as needed. Conduct an annual visit to City to meet with City Council members and City staff to provide legislative updates.
- Develop, coordinate and implement a government relations strategy subject to approval by the City and assist with special projects as requested by the City.
- Be proactive monitoring and identifying federal funding opportunities such as legislation, federal appropriations process, federal law and grants to fund City's annual "Priority Projects" and "Projects for Federal Grants" as identified by City Departments
- Pursue funding from the State, Federal and other public sector sources for the development, enhancement and/or expansion of projects and programs for the City.
- Research and maintain an overview of legislative and executive agency activities that will assist in funding City projects.

- Advise City on all funding activities and opportunities determined to be of significance to the City and assist in the preparation of application documents
- Analysis of proposed legislation and actions affecting the City funding needs and opportunities.
- Consult with City on potential implications of issues and alternative responses to State and Federal initiatives and participation in City meetings as scheduled; consult with City on any and all activities as requested by City or as deemed necessary by Consultant to achieve funding goals.
- Monitor all introduced legislative bills for consultation with the City to determine those of interest to the City for funding of special projects and opportunities.
- Provide reports on key issues and legislative activity.
- Assist City in the development and execution of appropriate documents, grants or other funding application requirements.

Proposal Submittal (See Section III):

Each proposal must contain the following: Proposers that do not provide these items in their proposal will be disqualified and their proposal will not be evaluated.

1. Specify if Proposer is submitting proposal as a State, Federal, or both legislative consultants.
2. Name, address, telephone number, email address, and website of the entity (lead) submitting the proposal
3. Names, contact information and qualifications of individuals employed by the entity who will participate in providing government consulting and advocacy services, as well as description on their individual responsibilities.
4. The name of one or more individuals authorized to represent the consultant in its dealings with City of Torrance
5. Overview of organization.
6. Description of experience with the Federal and/or State legislative process and/or Federal and/or State funding acquisition.
7. Examples of issues/programs and/or projects/funding awards worked through the legislature and relevant agencies.
8. Summary of proposed plan to meet City's objectives.
9. Costs associated with the summary of Proposed Plan.
10. List of current clients and past clients of similar nature.
11. Five references with name, title, telephone number and email address.
12. Provide Specific information on the amount of funding secured for specific projects and/or the legislation activity participated in within a two year timeframe. (January 1, 2012- present)

Timeline:

RFP Released	September 17, 2014
RFP Deadline	October 16, 2014
Consultant Interviews.....	October 29, 2014 thru November 14, 2014
Selection of Consultant.....	November 18, 2014
Notification to Consultant.....	November 20, 2014
Prepare Consultant Agreement	December 9, 2014
Council for approval.....	December 16, 2014
Effective date of Agreement	January 1, 2015

RFP No. B2014-48

RFP for Government Consulting and Advocacy Services

SECTION III PROPOSAL SUBMITTAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposals (RFP)", the following proposal is submitted to the City of Torrance.

RFP Submitted By:

Name of Company

Street Address

City

Zip Code

Telephone Number

Fax Number

Printed Name/Title

E-Mail Address

Signature

Date

Form of Business Organization: Please indicate the following (check one);

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other: _____

Specify government consulting services: ☐ State ☐ Federal ☐ Both

Do you have a Parent Company? ☐ No ☐ Yes, _____
(Name of Parent Company)

Do you have any Subsidiaries? ☐ No ☐ Yes, _____
(Name of Subsidiary Company)

Business History:

Years in business under your current name and form of business organization? _____ Years
If less than three (3) years and your company was in business under a different name, what was that name?

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information:

Printed Name

Title

Telephone

E-Mail Address

Vendor Name: _____

Addendum No.	Date Received

Addendum No.	Date Received

Payment Terms: The City of Torrance Payment terms are Net 30. The City does not make pre-payments, or pay upon receipt.

Do you offer any discounted invoice terms? _____

The City requires the project to start as soon as possible from the award of a contract and the project completed as soon as possible. Specific time frames that are mutually agreed upon will be established after award of a contract.

In the space below, please provide a brief narrative of your organization. (Please attach additional sheets if more space is needed.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Vendor Name: _____

In the space below, please provide a narrative explaining your background and recent experience in acquiring projects as the scope of work identified in this RFP. (Please attach additional sheets if more space is needed.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery designed for writing. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

Proposal Submittal (continued):

Vendor Name: _____

Summary of past projects/ funding awards:

In the space below, please provide a summary of past projects and/or awarded funding through legislature and relevant agencies. (Please attach additional sheets if more space is needed.)

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Proposal Submittal (continued):

Vendor Name: _____

Summary of proposed plan to meet City's objective:

In the space below, please describe in detail the methodology you will be utilizing to conduct for each objective. (Please attach additional sheets if more space is needed.)

[illegible]

Proposal Submittal (continued):

Vendor Name: _____

List of past and current clients of similar nature:

In the space below, please provide a short list of clients. (Please attach additional sheets if more space is needed.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery designed for writing. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

Vendor Name: _____

Please provide specific information on the amount of funding secured for specific projects and/or legislation activity participated in within a two year timeframe. January 1, 2012-present (Please attach additional sheets if more space is needed.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

Proposal Submittal (continued):

Vendor Name: _____

References:

Provide at least five references that have your proposed product in a production implementation similar in size and operation to the City of Torrance. California Municipal governments are preferable.

1. _____
Company Name

Street Address City State Zip Code

Contact Name Telephone Number

2. _____
Company Name

Street Address City State Zip Code

Contact Name Telephone Number

3. _____
Company Name

Street Address City State Zip Code

Contact Name Telephone Number

4. _____
Company Name

Street Address City State Zip Code

Contact Name Telephone Number

5. _____
Company Name

Street Address City State Zip Code

Contact Name Telephone Number

Vendor Name: _____

RFP Submittal Requirement and Acknowledgement	
Vendors are required to answer each of the questions listed below. You must indicate below that you have provided this information in your proposal submittal. You must attach additional sheets to your RFP submittal describing in detail the service you are proposing.	
RFP Scope of Work Questions	Indicate what page in your proposal you have answered this question.
Did you include original and 6 copies of your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include a signed Affidavit Form with your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you attach additional sheets to answer the Background and Recent Experience with Similar Projects information?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal.
Did you complete a project proposal as described in the Technical Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please identify the page number within this RFP for the following topics:</p> <ul style="list-style-type: none"> ➤ Maintain an overview of legislative and executive agency activities ➤ Advice to City staff on all funding activities and opportunities pertinent to the City ➤ Analysis of legislative actions affecting the City ➤ Documentation of advocacy efforts for the City, set forth by Proposer ➤ Assistance in development and execution of legislative programs, grants, or other funding applications for the City ➤ Identify legislation and legislative proposals that may impact the City ➤ Overview of legislative and executive agency activities that will assist in funding City projects. ➤ Consultation with the City on formal positions towards legislative initiatives 	<p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p> <p>Page ____ of our submittal.</p>
Did you include all addenda if any issued by the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Continued...

Vendor Name: _____

RFP Submittal Requirement and Acknowledgement Continued	
Vendors are required to answer each of the questions listed below. You must indicate below that you have provided this information in your proposal submittal. You must attach additional sheets to your RFP submittal describing in detail the service you are proposing.	
RFP Scope of Work Questions	Indicate what page in your proposal you have answered this question.
Have you included Proposed Alternative Language to City's Pro Forma Consulting Services Agreement (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included an overview of your company in your proposal submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included information regarding your experience with Federal and/or State legislative process and/or Federal and/or State funding acquisition?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included a summary of past projects/ funding awards?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included a summary of proposed plan to meet City's objective?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included a list of past and current clients of similar nature?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Have you included a list of specific amounts of project funding acquired?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Please indicate the monthly cost to provide the services outlined in this RFP	\$ _____/Month

- Hereinafter called "proposer", who has submitted to the City of Torrance a proposal for

2. That the proposal is genuine; that all statements of fact in the proposal are true;

4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;

5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;

6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or material man, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;

7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.

8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated this _____ day of _____, 20_____.

(Title)